

POKEGAMA TOWNSHIP
APPROVED REGULAR BOARD MEETING MINUTES
DECEMBER 14TH, 2023 AT 7:00 PM

Chairman Terry Peterson called the meeting to order and the Pledge Allegiance was said Supervisors present were Dave Deutschlander, Jason Zastera, Wayne Whited and Darrin Freetly. Also, present were Administrative Clerk Christy Belsheim, Treasurer Darla Hall, Zoning Administrator Gordy Johnson

AGENDA

Dave Deutschlander mentioned the shop spec will be talked about in January. Terry Peterson suggested to remove trucking charges under roads. Dave Deutschlander **motioned** Terry Peterson seconded to accept the agenda with the changes. All in favor motion carried.

APPROVE MINUTES

Dave Deutschlander **motioned** Jason Zastera seconded to approve the November 9th, 2023 Regular Board Meeting minutes as written. All in favor motion carried.

PAYROLL

Jason Zastera **motioned** Terry Peterson seconded to approve check # 14304 through check # 14323 including PERA, IRS, MN Dept of Revenue. For a total of \$17,632.76. All in favor motion carried.

SEWER

Wayne Whited **motioned** Terry Peterson seconded to approve Check # 3565 through check # 3568 and check # 3570 through Check # 3573 And ECE EFT for \$1,325.90, and void check, # 3541 dated 9/10/23 for \$60.75 lost in mail and void check #3574. For total of \$66,222.67. All in favor motion carried. Wayne Whited **motioned** Dave Deutschlander seconded to approve check # 3569 for \$6,258.70. Wayne Whited yes, Jason Zastera yes, Dave Deutschlander yes, Darrin Freetly yes, Terry Peterson abstains due to conflict of interest. Motion carried.

TOWNSHIP

Dave Deutschlander **motioned** Wayne Whited seconded to approve check # 14324 through check # 14336 & EFT Viastat \$175.74 and Verizon \$164.91 for a total of \$14,318.82. All in favor motion carried. Dave Deutschlander **motioned** Darrin Freetly seconded to approve check # 14337 and check # 14338 for a total of \$36,5000. Wayne Whited yes, Dave Deutschlander yes, Jason Zastera yes, Darrin Freetly yes, Terry Peterson abstains due to conflict of interest.

TREASURER

Treasurer Darla Hall read off the ending balances in each account on the cash control statement. General fund \$75,425.07 Road & Bridge \$124,767.34, COVID \$121,054.05. Equipment \$25,227.74, Zoning \$41,345.80, VOTER \$215.12, Fire \$74,988.36, Building \$69,187.73. Total ending balance \$532,210.21. Dave Deutschlander **motioned** Terry Peterson seconded to accept the treasurers report as given. All in favor motion carried. Treasurer Hall added the we received the engagement letter for the 2023 audit from Wipfli for \$13,000. Terry Peterson **motioned** Dave Deutschlander seconded to accept the letter of engagement from Wipfli for the 2023 audit for \$13,000. All in favor motion carried.

BUILDING - NoneCLERK

Administrative Clerk Christy Belsheim stated she needs a motion for resolution 2023-14 to designate the annual polling place. Dave Deutschlander **motioned** Terry Peterson seconded to approve the Annual Polling Place Resolution 2023-14. All in favor motion carried. Clerk Belsheim also stated there are two elections in March. Presidential nomination primary March 5th, Township election March 12th.

ZONING

- A. Ryan Skalicky Conditional Use Permit – Zoning Administrator Gordy Johnson explained to the board Ryan Skalicky has applied for a conditional use permit to develop and operate a RV park business in Pokegama Township. Skalicky would like to develop a 10 site RV Park on a portion of a parcel he owns. All sites would have water hook up and electrical. There will be an accessory structure for toilets and showers. Also, will have a dumping station and holding tank for RV waste. The RV Park will be closed in the winter. Dave Deutschlander **motioned** Jason Zastera seconded to approve the recommendation from the planning commission to accept the RV Park conditional use permit for Ryan Skalicky with all the findings of facts and recommendations from the planning commission. All in favor motion carried.
- B. Peil Properties – Zoning Administrator Gordy Johnson explained to the board Peil Properties LLC has applied for a condition use permit to develop a 1.38-acre parcel into a residential planned unit development. Peil Properties would add up to 13 campsites that would be for RV's or park models with sewer, water and electricity and one accessory structure for storage. Once in place the RVs and park models will be permanent with a 1-year lease. Next, ZA Johnson explained the sewer access charges need to be addressed he has come up with sewer access charge determination letter and a sewer service agreement. The sewer access charge is based on our ordinance using 2 rvs=1 REU. When Peil applies for a sewer connection permit that is when the sewer access charges are to be paid from the sewer determination letter. At that time Peil and the town board both have the choice if they want to negotiate and at that point that is when the sewer service agreement would come in. Dave Deutschlander **motioned** Darrin Freetly seconded to approve the recommendation from the planning commission to accept the conditional use permit for a planned unit development of 1.38 acres into 13 campsites with an accessory structure for storage, for Peil Properties, LLC with all the findings of facts and recommendations from the planning commission. All in favor motion carried. Terry Peterson asked Peil if he will come to the board when he gets further along with the project. Peterson stated the sewer committee should look at the sewer service contract. Supervisor Jason Zastera stated that he feels the town board has agreed that everyone should be treated the same, the sewer service agreement would make things messy and sewer charges are sewer charges. There was a moderate discussion on the SAC charges and the town board decided that we need to follow the ordinance. Peil had questions on sewer access charges and sewer user fees and asked for and was given the sewer determination letter. The Sewer access charge was determined using \$8,400 and will not increase by 4% in 2024. The sewer access charge is determined by following our ordinance of using 246 REU's and 100 gallons a day per RV/park model, \$8,400 per SAC. The determination is as follows:

RV/Park Model= 100 gallons per day
REU=246 gallons per day
SAC=\$8,400 per REU

To determine gallons a day, 100 gpd x 13 sites = 1,300 gpd
To determine REUs 1,300 gpd, divided by 246 = 5 REUS
To determine SAC charge, 5 REU x \$8,400 per REU = \$42,000 total SAC charge

ROADS

- A. Zoning Administrator Gordy Johnson explained there are two property owners having a dispute on Sunny Drive and Tanglewood. One of the property owners put up stakes showing where he thinks his property line is. However, 3 or 4 stakes maybe in the townships right of way on Sunny Drive. Road Supervisor Wayne Whited will measure the right of way. If the stakes are in the townships right of way a letter will be sent stating they need to be removed.
- B. Trucking Charges have been removed from the agenda the gravel piles have been sold.

FIRE

Terry Peterson explained the fire district needs the town board's approval for service planning grant program application. Pine City Township will be both the contracting agent and fiscal agent for the grant. Dave Deutschlander **motioned** Terry Peterson seconded to approve the service planning grant program application. All in favor motion carried.

SEWER

- A. MSA Report - Jason Zastera explained we contacted our engineer and attorney to find out where we need to be on our Sewer Access Charge. MSA did a presentation on sewer access charges with 2 scenarios on August 10th, 2023. MSA sent the township a mythology report in September, however the email went into a SPAM folder and the township did not read the report until December 4th, 2023. The mythology report had a third scenario that was not presented to the township on August 10th. The township contacted MSA asked why the third scenario was not presented and why the numbers were different from the presentation on August 10th, 2023. MSA followed up with a memo on December 13th, 2023 with a memo explaining the differences. Zoning Administrator Gordy Johnson explained \$8,400 sewer access charge with the 4% increase annually was based on the August 10th, 2023 presentation is not accurate. The MSA presentation scenario one is on a full build out which would take 250 years. Scenario two is the same and would take 50-60 years. Scenario three force main limitation is the most reasonable, but it is still unclear. It was mentioned that option 1 and 2 is based on if the township installs the system and our ordinance states the developer installs sewer infrastructure. Terry Peterson mentioned it is worse if 40 homes are in one spot rather than spread out around the lake. Contact Tom Dye with our questions on the MSA study.
- B. LJJ Wastewater Contract – The LJJ Wastewater Contract was presented at the sewer committee and they recommend to the town board to accept the LJJ Wastewater Maintenance contract. The sewer committee made a few corrections in the language and a correction to the quote price for the contract term. The rest of the contract is unchanged including fees from the last contract. Wayne Whited **motioned** Dave Deutschlander seconded to approve the LJJ Wastewater

Maintenance Contract for January 1st, 2024-December 31st, 2025, that was recommended by the sewer committee. Darrin Freetly yes, Wayne Whited yes, Dave Deutschlander yes, Jason Zastera yes, Terry Peterson abstains due to conflict of interest. Motion carried. Darrin Freetly **motioned** Dave Deutschlander seconded to approve Resolution 2023-13 authorizing contract with interested office under Minn. Stat. § 471.88, subd 5. Darrin Freetly yes, Dave Deutschlander yes, Jason Zastera yes, Wayne Whited yes, Terry Peterson abstains due to conflict of interest. Motion carried.

- C. Control Panels – Terry Peterson explained the remaining 8 control panels are on the 2024 Capital Improvement Plan. We received a quote from Quality Flow for the replacement of the control panels. Darrin Freetly **motioned** Dave Deutschlander seconded to accept the quote for the remaining 8 control panels. Dave Deutschlander yes, Wayne Whited yes, Darrin Freetly yes, Jason Zastera yes, Terry Peterson abstains due to conflict of interest. Motion carried.
- D. Pokegama Lake MHC/RV Parks – Our attorney is working on minor details with the amendments needed for our agreement with Pokegama Lake MHC/RV Parks. It will be ready for the January regular board meeting.
- E. Woods Farm SAC/ Pokegama Shores User Fees – The town board discussed the MSA presentation and the mythology report received by the township. After the discussion the board of supervisors decided to take the recommendation of the sewer committee to negotiate with the developer and owner of Pokegama Shores. Developer/owner stated he presented to the sewer committee a starting point for negotiating. Terry Peterson **motioned** Dave Deutschlander seconded to approve the sewer committee's recommendation to negotiate with the developer/owner. Our Sewer Supervisor Jason Zastera will be in charge of the negotiations with the Woods Farm developer/ Pokegama Shores RV park owner. All in favor motion carried.

NEW BUSINESS

Pity City Pioneer is increasing their rate in 2024.

OLD BUSINESS - NONE

AGENDA REQUEST - NONE

PUBLIC COMMENT - NONE

CORRESPONDENCE - NONE

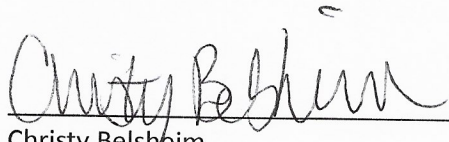
REMINDERS

- A. Planning Commission Meeting December 18th, 2023 at 7:00 pm
- B. NO Fire District Meeting in December
- C. Regular Board Meeting January 11th, 2024 at 7:00 pm

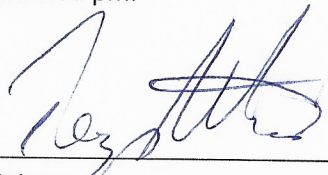
JUNK MAIL - NONE

ADJOURN

Terry Peterson **motioned** Dave Deutschlander seconded to adjourn the December 14th, 2023 Regular Board Meeting. All in favor motion carried. Meeting adjourned at 8:02 pm.



Christy Belsheim
Administrative Clerk



Terry Peterson
Chairman